

**CLASS SPECIFICATION**  
**County of Fairfax, Virginia**

**CLASS CODE:** 4310  
**GRADE:** S-31

**TITLE:** ASSISTANT COMMONWEALTH ATTORNEY III

**DEFINITION:**

Under direction, to perform a variety of criminal prosecutions, both felony and misdemeanor; and to do related work as required.

**TYPICAL TASKS:**

Represents the prosecution in general criminal trial work including both felonies and misdemeanors;

Conducts legal research and the preparation of legal briefs, both appellate and trial;

Handles criminal motions in all courts;

Advises and consults with law enforcement officers on the handling of criminal cases and investigations;

Prepares search warrants and affidavits therefore;

Advises citizen victims concerning matters having criminal implications;

This is the journeyman level in the Commonwealth Attorney series.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of the sources of legal reference;

Familiarity with all facets of the criminal law;

Ability to analyze facts and reach logical conclusions;

Ability to express ideas effectively, both orally and in writing;

Ability to maintain effective working relationships with associates, law enforcement officers at all levels and the judiciary.

**EMPLOYMENT STANDARDS:**

Two years of experience in the practice of criminal law.

Membership in the Bar of the Commonwealth of Virginia.